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IOFM Accredited Payables Specialist (APS) Certification Exam Sample Questions (Q45-Q50):

NEW QUESTION # 45

When applied to T&E, compliance requires which of the following processes?

- A. III only (Traveler location tracking)
- B. II and III only (Secure record retention; Traveler location tracking)
- C. I and II only (Accurate recordkeeping; Secure record retention)

- D. I only (Accurate recordkeeping)

Answer: C

Explanation:

Compliance in T&E processes requires robust systems to ensure financial accuracy and regulatory adherence.

Accurate recordkeeping (Option I) is essential to document expenses, support financial reporting, and meet IRS and SOX requirements. Secure record retention (Option II) ensures that records are stored safely to protect sensitive data and comply with retention policies (e.g., IRS rules requiring records for at least three years). Traveler location tracking (Option III) is not a standard compliance requirement for T&E, as it relates more to employee safety or logistics, not financial or regulatory compliance.

The web source from Tipalti states: "T&E compliance requires accurate recordkeeping to support expense reporting and audits, as well as secure record retention to protect data and meet regulatory retention periods." This supports Options I and II. Traveler location tracking is not mentioned as a compliance requirement in T&E processes, per the SAP Concur source: "Compliance in T&E focuses on documentation, approvals, and data security, not employee tracking." The IOFM APS Certification Program covers "Travel and Entertainment (T&E)," emphasizing compliance with financial and tax regulations. The curriculum's focus on "peer-tested best practices" aligns with accurate recordkeeping and secure retention as key compliance processes.

References:

IOFM Accounts Payable Specialist (APS) Certification Program, covering Travel and Entertainment (T&E) Tipalti: "T&E compliance requires accurate recordkeeping to support expense reporting and audits, as well as secure record retention" SAP Concur: "Compliance in T&E focuses on documentation, approvals, and data security"

NEW QUESTION # 46

Ways to minimize the number of rush checks that are requested include:

- A. I and II only (Distribute the check run schedule with cut-off dates and times, Charge a rush check processing fee)
- B. II only (Charge a rush check processing fee)
- C. I only (Distribute the check run schedule with cut-off dates and times)
- D. I, II, and III (Distribute the check run schedule with cut-off dates and times, Charge a rush check processing fee, Publish the names of frequent rush check requestors)

Answer: A

Explanation:

Rush checks, issued outside the regular check run schedule, increase processing costs and disrupt workflows.

Effective strategies to minimize rush check requests include distributing the check run schedule with clear cut-off dates and times to encourage timely submissions (Option I) and charging a rush check processing fee to deter unnecessary requests (Option II).

Publishing the names of frequent requestors (Option III) is not a professional or recommended practice, as it may create workplace tension without addressing the root cause.

The web source from SAP Concur notes: "To reduce rush checks, organizations can communicate payment schedules clearly and impose fees for expedited processing to incentivize adherence to regular check runs." This supports Options I and II. Option III is not mentioned in industry best practices and is considered inappropriate.

The IOFM APS Certification Program covers "Internal Controls," including strategies to optimize payment processes. The curriculum's emphasis on "peer-tested best practices" aligns with proactive measures like scheduling communication and fee structures to control rush checks.

References:

IOFM Accounts Payable Specialist (APS) Certification Program, covering Internal Controls SAP Concur: "To reduce rush checks, organizations can communicate payment schedules clearly and impose fees for expedited processing"

NEW QUESTION # 47

In order to be SOX compliant, the T&E process in the U.S. must:

- A. I only (Ensure correct and accurate recordkeeping)
- B. I and II only (Ensure correct and accurate recordkeeping; Provide a reliable approval workflow)
- C. I and III only (Ensure correct and accurate recordkeeping; Include report generation with visibility at all required levels)
- D. II only (Provide a reliable approval workflow)

Answer: B

Explanation:

The Sarbanes-Oxley Act (SOX) of 2002 imposes strict requirements on financial reporting and internal controls for U.S. public companies. For T&E processes, SOX compliance requires accurate recordkeeping to ensure financial transparency (Option I) and a reliable approval workflow to prevent fraud and ensure proper authorization (Option II). While report generation with visibility (Option III) is valuable for oversight, it is not explicitly mandated by SOX, which focuses on controls and documentation rather than specific reporting tools.

The web source from Tipalti states: "SOX compliance for T&E processes requires accurate recordkeeping to support financial reporting and a robust approval workflow to ensure proper authorization and prevent fraud." This supports Options I and II. Option III, while beneficial, is not a direct SOX requirement, as SOX emphasizes controls over reporting mechanisms.

The IOFM APS Certification Program covers "Tax and Regulatory Compliance," including SOX requirements for financial processes like T&E. The curriculum's focus on "peer-tested best practices" aligns with the need for accurate records and reliable approvals to meet SOX standards.

References:

IOFM Accounts Payable Specialist (APS) Certification Program, covering Tax and Regulatory Compliance Tipalti: "SOX compliance for T&E processes requires accurate recordkeeping to support financial reporting and a robust approval workflow"

NEW QUESTION # 48

Which of the following is a key reason for careful management of your vendor master file?

- A. Monitor vendor quality
- B. Gain visibility into payment status
- C. Reduce the potential for fraud
- D. Control the number of vendor calls

Answer: C

Explanation:

The Vendor Master File topic in the APS Certification Program emphasizes the importance of managing the vendor master file to prevent errors and risks. A key reason is to reduce the potential for fraud, as accurate and validated vendor data (e.g., TINs, addresses) prevents payments to fraudulent vendors and ensures compliance with regulations like OFAC.

* Option A (Control the number of vendor calls): Not a primary reason. While a clean vendor master file may reduce inquiries, this is a secondary benefit, not a key focus.

* Option B (Reduce the potential for fraud): Correct. Careful management, including TIN verification and sanction list checks, prevents fraudulent vendor setups and payments.

* Option C (Monitor vendor quality): Vendor quality is typically assessed by Procurement or Operations, not the vendor master file, which focuses on data accuracy. Incorrect.

* Option D (Gain visibility into payment status): Payment status is tracked in AP systems, not the vendor master file, which stores static vendor data. Incorrect.

Reference to IOFM APS Documents: The APS e-textbook under Vendor Master File states, "Careful management of the vendor master file reduces fraud risk by ensuring accurate vendor data and compliance with validation processes." The training video emphasizes, "A well-maintained vendor master file prevents fraud through rigorous verification, such as TIN matches and address checks."

NEW QUESTION # 49

IRS proposed penalties for missing or incorrect tax IDs on 1099 filings can be abated due to 'reasonable cause,' which can include each of the following, EXCEPT:

- A. Documentation showing the error rate to be less than 5% of total 1099s
- B. Proof of a successful TIN match prior to the date of assessment
- C. Steps the organization has taken in an attempt to obtain the correct payee information
- D. The organization's plan for improving the accuracy of future reporting

Answer: A

Explanation:

The Tax and Regulatory Compliance topic in the IOFM APS Certification Program covers IRS penalties for 1099 filings and the criteria for penalty abatement under 'reasonable cause.' Reasonable cause can be established by demonstrating due diligence, such as obtaining a TIN match, documenting efforts to collect correct payee information, or outlining plans to improve future reporting. However, an error rate less than

5% is not a recognized IRS criterion for reasonable cause, as the IRS focuses on intent and effort, not specific error thresholds.

* Option A (Proof of a successful TIN match prior to the date of assessment): Valid. A TIN match with the IRS verifies payee information, demonstrating due diligence, which supports reasonable cause for abatement.

* Option B (Documentation showing the error rate to be less than 5% of total 1099s): Not valid. The IRS does not specify a percentage threshold (e.g., 5%) for penalty abatement. Reasonable cause depends on actions taken, not error rates. Correct answer.

* Option C (The organization's plan for improving the accuracy of future reporting): Valid. A documented plan to enhance compliance (e.g., improved TIN collection processes) shows intent to correct issues, supporting reasonable cause.

* Option D (Steps the organization has taken in an attempt to obtain the correct payee information)

* Valid. Documenting efforts like requesting W-9 forms or sending B Notices demonstrates due diligence, a key factor for reasonable cause.

Reference to IOFM APS Documents: The APS e-textbook under Tax and Regulatory Compliance states,

"IRS penalties for incorrect 1099 filings can be abated for reasonable cause, including proof of TIN matching, efforts to obtain correct payee data, and plans for future compliance." The Master Guide to Form 1099 Compliance clarifies, "Reasonable cause does not include specific error rate thresholds like 5%; instead, it focuses on documented due diligence." The training video reinforces this, noting that "TIN matches and W-9 solicitations are key to penalty abatement."

NEW QUESTION # 50

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